

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 18-07

January 10, 2007

POSITION: Child Support Technician

DEADLINE TO APPLY: OPEN UNTIL FILLED

CLASSIFICATION: Child Support Technician (Bargaining Unit)

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway
Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Hourly/Non-Exempt

SALARY: \$12.79 per hour

NOTE: Positions may be assigned to: Case Establishment, Order Modification, Intake
Paternity, Enforcement, Call Center, Interstate, Audits, Cashiers' Technicians

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Associate degree or equivalent of an associate degree (94 credit hours); or two (2) years Job & Family Services experience; or four (4) years experience in customer service or collections work; or equivalent. May be required to work evenings and weekends.

Listed below are the PREFERRED QUALIFICATIONS of the department:

One course in computer literacy or 3 months experience; experience in organizing and prioritizing work and in meeting deadlines; demonstrated ability to work cooperatively with staff and supervisor and to work independently; professional office deportment, self-motivation; good judgment and attention to detail.

Listed below is a brief summary of the JOB DUTIES:

Researches and reviews case information to process referrals, defaults, client complaints, etc., using all automated and manual resources available; interviews obligees and obligors at the CSEA as necessary for determination of services needed; explains to obligees and obligors their rights and responsibilities, the responsibilities of the CSEA, and provides written notice of same when required by ODHS; completes documentation with respect to all aspects of processing a case i.e., case narratives (automated or manual), referrals to other units or agencies, historical case profiles, etc.; verifies obligee and obligor demographic data; maintains production standards for case processing and interviewing; computes arrearages owed by obligors; issues investigative reports, findings and recommendations, contempt citations; prepares paperwork for court orders/entries, affidavits, petitions, etc.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.